

E-Recruiting: *Managing the End-to-End Process of Filling Positions via the Web*

Course Codes: 01-04-H022 (August), 01-04-H023 (September), 01-04-H024 (October)

Course Description:

....a three day instructor led hands-on computer workshop designed to teach Washington State Human Resource professionals the various functions of E-Recruiting.

Activities include how to:

1. Manage requisitions;
2. Create and maintain process templates;
3. Manage applications;
4. Search the talent pool; and
5. Track applications (including certification of candidates).

Performance Objectives:

Upon completion of this course, you should be able to:

- Understand the various options of the E-Recruiting Tool
- Understand the job seeker's experience and process to apply for jobs
- Use E-Recruiting to solicit and select candidates for vacancies
- Understand how to manage a talent pool
- Explain how to use E-Recruiting to others in your agency

Competencies covered in this class:

- 92000048 HRMS: Experience using HRMS and other HR information technology systems.

Audience:

Required for end-users assigned to the following roles in HRMS:

- Recruiter
- Recruiter (Limited)
- Recruiter Support

Recommended for end-users assigned to the following roles in HRMS:

- Requisition Requester
- Manager as a Recruiter

Optional for end-users assigned to the following roles in HRMS:

- Compliance Administrator
- Decentralized Administrator